



TOWN OF SALISBURY
CONNECTICUT

Land Use Approval Checklist

The information contained herein has been compiled to provide guidance navigating the permit process. It is not to be substituted for an analysis of regulations of the Town or State, or constitute a legal opinion of the Town of Salisbury. In all cases it is the responsibility of the applicant to provide required prior approvals, submit complete applications and demonstrate compliance with applicable codes. Departments have been listed in the order in which approvals must be obtained. Contact each department directly to verify if review/approval is required prior to the commencement of work.

Town Hall is open 8AM-4PM Monday through Thursday and 8AM-3PM Friday. The building is closed daily for lunch 12:30PM – 1:30PM. Various departments have limited office hours, listed on [their respective webpages](#). Additional closures due to holidays or inclement weather are posted at www.salisburyct.us.

_____ 1. **Tax Collector** – Building permits cannot be obtained until past due taxes are paid. The Tax Collector is Jean Bell. She may be reached at 860-435-5189 or taxcollector@salisburyct.us.

_____ 2. **Assessor** - If developing a vacant lot, a 911 Number must be obtained through the Assessor's Office. The Assessor is Kayla Johnson. She may be reached at 860-435-5176 or kjohnson@salisburyct.us.

_____ 3. **Highway Department** - If a parcel is accessed off a Town Road, a road cut permit must be obtained from the Highway Department for both utilities and a driveway. If accessing off a State Road, a permit must be obtained through the Connecticut Department of Transportation. Contact Emily Egan at 860-435-5170 or townhall@salisburyct.us if you have any questions. Application forms are available at www.salisburyct.us/highway-department/.

_____ 4a. **Torrington Area Health District (TAHD)** - If the property is served by a septic and/or well, TAHD approval must be obtained. This approval is required for all structures (pools, additions, new homes, sheds, garages, decks, patios, etc.), major interior renovations, driveways, buried tanks and lines, as well as change of use. The TAHD contact for the Town of Salisbury is Brandon Jacques. Brandon is in the Salisbury Office on Mondays & Wednesdays from 8:30AM-10:30AM. He may be reached at 860-435-0806 or 860-489-0436 (ext. 309). Forms and applications are available at <https://tahd.org/forms-and-applications/>.

_____ 4b. **Salisbury Water Pollution Control (WPCA)** If the property is serviced by sewer the project must be referred to the WPCA. Hook-up fees may be applicable and sewer assessment evaluated. Questions related to sewer should be directed to Superintendent Charles Humes at 860-435-5181 or chumes@salisburyct.us.

_____ 5. [Salisbury Inland Wetlands Commission \(IWWC\)](#) - If the property contains inland wetlands or watercourses, or if activity is proposed within a minimum of 75' of a wetland or watercourse (even if the wetland is on a neighboring property), the project must be reviewed by the IWWC or their agent. Contact the Land Use Office with questions at landuse@salisburyct.us. Application forms are available through the permit portal <https://salisburyct.portal.opengov.com/>.

_____ 6. [Historic District Commission \(HDC\)](#) - If the subject property is located in the Historic District, no building or structure may be erected, altered, or demolished until after an application for a Certificate of Appropriateness as to exterior architectural features has been granted by the HDC. Commercial uses, parking, lighting, and signage are also subject to review. Contact the HDC for questions at historicalsalisburyct@gmail.com or 866-245-1276. Certificate of Appropriateness application forms are available at: <https://www.salisburyct.us/applications-forms/>.

_____ 7. [Planning & Zoning](#) - Once applicable TAHD/WPCA/IWWC approvals are granted; Zoning approval must be obtained. Proposals may require review by the Planning and Zoning Commission (PZC) prior to issuance of a zoning permit from the Land Use Administrator. Some projects such as detached accessory apartments, multifamily dwellings, or commercial activities require a Special Permit. Reference the Tables of Uses available in the [Town of Salisbury Zoning Regulations](#) for specifics regarding which permit mechanism is applicable.

There are three permit mechanisms related to zoning.

- [Special Permit](#) –Typically, these applications must be accompanied by a survey in accordance with the Town’s [Existing Conditions and As-Built Survey Requirements](#) and a site development plan showing proposed conditions, erosion controls, and stormwater management practices. Additional materials may be requested such as planting or lighting plans and traffic or wildlife studies. Attendance by an applicant at two or more meetings should be expected. Special Permits offer the highest level of discretion by the PZC. The PZC must conduct a public hearing and may impose specific conditions on uses or structures. In addition to meeting all standard requirements identified in the Regulations, the PZC will consider the relation of buildings to the environment and potential impact on neighboring properties. Once approved, the applicant must file the Special Permit in the Town Clerk’s Office for it to become effective, and a Zoning Permit must be obtained prior to the commencement of construction or the associated change of use.

- [Site Plan](#) – As with Special Permits, Site Plan approvals are granted by the PZC. Applications must often be accompanied by a survey and a site development plan showing proposed conditions, erosion controls, and stormwater management practices. Typically, attendance at only one meeting is required as the Commission has minimal discretion; an application is either complete or incomplete and must meet all standard requirements identified in the Regulations. Sometimes, the PZC will require that an approved Site Plan be filed in the Town Clerk’s

Office. As with Special Permits, a Zoning Permit must also be obtained in order to commence construction or the associated change of use.

- Zoning Permit – Zoning Permits are issued by the Land Use Office and do not typically involve attendance at PZC Meetings. An application is either complete or incomplete and must meet all standard requirements identified in the Regulations.

A Zoning Permit is required for **all** structures (pools, additions, new homes, sheds, patios, garages, decks, docks, sports courts, etc.) and changes of use. Additionally, generators and ground mounted mechanicals are subject to setback requirements. A permit will not be issued until a complete application meeting all applicable zoning requirements has been received and reviewed. A **written** approval/permit will be issued once the application has been reviewed by the Land Use Office, a copy of which will be provided to the Building Official. **Preconstruction meetings will not be scheduled prior to issuance of a Zoning Permit. Construction may not begin until receipt of written approval.**

Contact the Land Use Office for questions and application forms at landuse@salisburyct.us. Application forms are available at www.salisburyct.us/applications-forms/.

_____ 8. **Fire Marshal** - Generally, if a building is used for something other than one- or two-family residential, a complete plan review by the Fire Marshal is required prior to the issuance of a building permit. The Fire Marshal still has authority over smoke detection in one- or two-family residences. The Fire Marshal's plan review may be conducted simultaneously with prior approvals and is required for new construction, additions, renovations and change of use. There are a few exemptions (e.g. federal buildings, utility-owned buildings, tents and assembly structures such as grandstands). For a complete list please contact the Fire Marshal. The Fire Marshal is John DeShazo and is available by appointment only. The best way to reach John is by sending an email to firemarshal@salisburyct.us.

_____ 9. **Building Department** – Building, demolition, and trade (mechanical, electrical, plumbing) permit applications are available online at: <https://salisburyct.portal.opengov.com/>. Digital materials shall be submitted including proof of insurance if you are a contractor. If you are not a contractor you must fill out an affidavit. Applications shall also be accompanied by digital plans and paper plans, as well as your permit fee (payable online or in-person).

The Building Official is Mike Carbone and the Administrator is Charlotte Hower. The phone number for the Building Department is 860-435-5177. Alternatively, the Building Official may be reached directly at 860-480-8383 or mcarbone@salisburyct.us. If you have questions that refer to the Building Code, you must speak directly to the Building Official.